



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A
Philippines

Office of the President

5 September 2001

MEMORANDUM NO. 125
Series of 2001

T O: Mr. Gil Impas *per 9/6/01*
Mr. Samuel Managbanag *per 9/6/01*
R E: Transfer to the Administration Building

Since Dr. Perfecto U. Bartolini can no longer supervise the mimeographing services at the LSU Printing Press, the mimeo unit shall now be transferred to the administration building. The annex room at the ground floor near the stairway shall become your work station.

For monitoring purposes, you shall be under the direct supervision of Ms. Lourdes B. Cano, Administrative Officer V of this university. However, for operations, Mr. Jaime Pascual, the Custodial Foreman shall plan and supervise your activities including giving you other assignments when there are no mimeographing work to do.

This memorandum shall take effect immediately.

Paciencia P. Milan
PACIENCIA P. MILAN
President *per*

cc: Dr. P. U. Bartolini *per 9/6/01*
Mr. J. Pascual *per 9/6/01*
OVPA *per 9/6/01*
HRMDO *per 9/6/01*
Records - *per 9/6/01*
File *per 9/6/01*
Ms. L. B. Cano *per 9/6/01*